



Wright Flyer

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Chapter President

Beth Jankowski

Greetings Aviation Chapter Members!

End of fiscal year is an exciting time for the military financial manager, but it can also be the most stressful time. Here are a few frustrating examples:

- Systems go down with a deadline looming;
- IT office decides to do a large upgrade the last week of the fiscal year;
- Power outage happens before you could save what you just worked on;
- Customer belatedly remembers a requirement the afternoon of the last day to submit a funding document;
- A journal voucher, submitted six months ago and forgotten, magically posts;
- You just returned unused reimbursement funds, completed load sheets, signed the funding documents, balanced the direct and reimbursement lines, and then more obligations drop for you to do the work all over again.

Even now you are adding to the above list of stress and frustration.

How do you handle stress and frustration? Do you get snappy? Get up and take a walk mumbling along the way? Scream? Talk about those at fault for messing up? Hold it all in just to erupt on a co-worker or family member? I have done them all, and I am not proud of those moments. Stress and frustration can ruin your day in a hurry. What can you do?

Whatever your mode of showing your frustration, we have a luncheon for you!! On Thursday, 23 September 2021, at 11:30 AM, we have Anna Lisa Richardson from the AETC Eaker Center leading us in an interactive presentation that focuses on emotional intelligence, self-care, and stress management. Ms Richardson brings her experience and expertise to help us understand the importance of building emotional intelligence skills. Emotional Intelligence (EI) is “the ability to understand, use, and manage your own emotions in positive ways to relieve stress, communicate effectively, empathize with others, overcome challenges and defuse conflict.” (<https://www.helpguide.org/articles/mental-health/emotional-intelligence-eq.htm>, 14 Sept 2021). EI is an integral skill set you need in your self-improvement toolbox, so do not miss this stress-free and exciting luncheon!!

Twitter: @asmctweets

Facebook: www.facebook/pages/American-Society-of-Military-Comptrollers

Website: <http://www.asmc-aviation.org/>



LEADERS NEEDED!!

Do you want to add to your leadership toolbox? Join our team and volunteer to lead a committee! The job comes with great networking, visibility, and great fun! We are looking for leaders for the following committees:

- Professional Development
- Community Activities
- Ways & Means committees

Contact me at marilyn.jankowski@us.af.mil if you have questions or interested.

COMING SOON – PROFESSIONAL DEVELOPMENT CORNER

The Professional Development Corner is coming soon to our monthly newsletter. This corner will link you to training opportunities, announce virtual roadshows, offer self-improvement tidbits, and connect you to job opportunities.

Looking for Job Opportunities?

Job Boards: <https://org2.eis.af.mil/sites/22788/Lists/AFMC%20FM%20Job%20Boards%20Links/AllItems.aspx>



August Member Meeting



On 26 August 2021, Lt Col Joshua Wolfram, Commander of the 88th Comptroller Squadron, presented "FM Experiences" at the ASMC Aviation Chapter virtual luncheon meeting. Ms. Ane Graham, 88th CPTS and former ASMC Aviation Chapter President, introduced Lt Col Wolfram. Lt Col Wolfram spoke of his past experiences, and gave the audience advice and tools to improve careers.

Ms. Jankowski, ASMC Aviation Chapter President, presented Lt Col Wolfram with a virtual Certificate of Appreciation and a donation in his name to the Fisher & Nightingale House. Ms. Jankowski adjourned the meeting.

Upcoming Member Meetings:

Date: Thursday, 23 September 2021

Time: 11:30am - 1:00pm

Speaker: Anna Lisa Richardson, AETC Eaker Center

Topic: Emotional Intelligence/Self-Care and Stress Management



Aviation Chapter

Congratulations**AFLCMC FM Awards Winners:**

Joseph Holderman, AFLCMC/WI, ACAT I/II Senior Cost
Jeffrey Collingsworth, AFLCMC/WI, ACAT I/II Mid-Level Cost
Jessica Ngo, AFLCMC/WI, ACAT I/II Junior Cost
Tara Rhoads, AFLCMC/WI, ACAT I/II Mid-Level Financial Manager
Jenna Rinehart, AFLCMC/WL, ACAT I/II Junior Financial Manager
Candice Schultheis, AFLCMC/WN, ACAT III Senior Cost
Amanda Murphy, AFLCMC/FM-FZ, Mid-Level Staff/OL Analyst
Capt Odis Tucci, AFLCMC/WL, CGO of the Year
Latham Farley, AFLCMC/WI, Senior FMS Analyst of the Year
Karena Tolley, AFLCMC/WI, Mid-Level FMS Analyst of the Year
Naomi Caplinger, AFLCMC/WF, Customer Support Analyst of the Year
Ryan Graham, AFLCMC/WL, First Year Analyst
Lisa Carrico, AFLCMC/WI, Chief Financial Officer of the Year

Lt John Jayne, HQ AFMC/FM, HQ AFMC Staff CGO of the 2nd Quarter
SSgt Ashley Jones, 88 CPTS, HQ AFMC/FM NCO of the 3rd Quarter
Lt Hannah Murray, 88 CPTS, HQ AFMC/FM CGO of the 3rd Quarter
Maj Gordon Randall, 88 CPTS, HQ AFMC/FM FGO of the 3rd Quarter
Jaime Schackmann, 88 CPTS, HQ AFMC/FM CAT III of the 3rd Quarter



New Virtual Training Courses:

In response to the continued high demand for these courses, the DoD FM Workforce Virtual Training Program Team has added new class offerings to the Virtual Training Program schedule through the end of the calendar year. To see class availabilities and to register, visit the FM Online CET Resources page, <https://fmonline.ousdc.osd.mil/CET/cet.aspx>. The course schedule is subject to change, so always check the CET Resources page before making plans.

Check it out today and register.

Start Date	End Date	Class Name
9/15/2021	9/15/2021	Working within the Federal Budget Process
9/16/2021	9/16/2021	Managing Conflict
9/22/2021	9/22/2021	Building Effective Teams
9/23/2021	9/23/2021	Building Emotional Intelligence
9/23/2021	9/23/2021	Building Relationships through Collaboration
10/12/2021	10/12/2021	Managing Conflict
10/12/2021	10/12/2021	Thinking Strategically
10/13/2021	10/15/2021	Briefing and Presentation Skills
10/13/2021	10/13/2021	Improving Performance and Productivity
10/13/2021	10/13/2021	Thinking Strategically
10/14/2021	10/15/2021	Data Driven Decision Making
10/18/2021	10/18/2021	Appropriations Law Refresher and Update
10/18/2021	10/19/2021	Intermediate Internal Control
10/19/2021	10/20/2021	Data Driven Decision Making
10/20/2021	10/22/2021	Internal Control Over Reporting: Financial and Operational
10/21/2021	10/22/2021	Leadership and Management Skills for Non-Managers
11/1/2021	11/1/2021	Building Relationships through Collaboration
11/1/2021	11/1/2021	Building Emotional Intelligence
11/2/2021	11/4/2021	Auditing Fundamentals in the Federal Environment
11/5/2021	11/5/2021	Managing Change
11/5/2021	11/5/2021	Becoming a Supervisor
11/8/2021	11/8/2021	Coaching
11/8/2021	11/10/2021	Auditing Fundamentals in the Federal Environment
11/8/2021	11/8/2021	Managing Conflict
11/15/2021	11/15/2021	Diversity and Inclusion
11/15/2021	11/15/2021	Influencing
11/16/2021	11/17/2021	Appropriations Law Refresher and Update
11/17/2021	11/18/2021	Advanced Leadership Skills and Techniques
11/19/2021	11/19/2021	Improving Performance and Productivity
11/19/2021	11/19/2021	Mentoring
11/30/2021	12/1/2021	Leadership and Management Skills for Non-Managers
12/1/2021	12/2/2021	Advanced Leadership Skills and Techniques
12/2/2021	12/3/2021	Data Driven Decision Making
12/6/2021	12/7/2021	Leadership and Management Skills for Non-Managers
12/7/2021	12/9/2021	Briefing and Presentation Skills
12/8/2021	12/9/2021	Appropriations Law Refresher and Update
12/14/2021	12/16/2021	Leadership Skills and Techniques



As a reminder:

- Courses are open to active members of the DoD FM Certification Program. CAC access is required for FM Online registration to verify eligibility. Once registered, users will receive the Management Concept website course information.
- Course withdrawal: If registered and you are no longer able to attend, you must withdraw at least five (5) business days prior to the start of the course. For example, if a class starts on Monday, the FM User should withdraw no later than Monday of the week before. If you do not withdraw in advance, the opportunity is lost for other eligible workforce members, the government must pay for unfilled seats, and your attendance information is shared with your Component Functional Community Managers. If you have a total of two (2) or more instances of Incompletes, No Shows, or Late Withdrawal, you will be dis-enrolled from the FM Virtual Training Program for a year.

How to get started:

"First Time Users" MUST use CAC access to sign up for the program and request a Username and Password. Go to <https://fmonline.ousdc.osd.mil/CET/cet.aspx>, click on the "VT Program Sign Up" button mid-page. Usernames and passwords for the DoD FM Virtual Training Portal are provided 5-7 business days after signing up for the program.

Once you receive a Username/Password, you can bypass FM Online and proceed directly to the DoD Virtual Training Portal <http://managementconcepts.csod.com> to register for and complete courses.

Before class begins, all users should test their home or personal computer's ability to access the courses by logging into the DoD Virtual Training Portal and following the instructions located within the "Test Your Computer Before Class" section of the main page.

For questions please contact our DoD FM Workforce Virtual Training Program Team first at osd.pentagon.ousd-c.mbx.cfcg-governing-body-secretary@mail.mil.



TREASURER'S REPORT

July 2021

Treasurers: Dawn O'Connell and Rebecca Workman



	WPFCU - Chapter General Funds	Fidelity - Chapter Investments	Fidelity - Augsburg Scholarship
Beginning Balance	\$18,890.80	\$152,703.82	\$147,741.22
+ Income	\$0.06	\$2,373.73	\$2,260.03
- Expenses	\$100.00	\$0.00	\$6,000.00
Ending Balance	\$18,790.86	\$155,077.55	\$144,001.25

Note:

The Fidelity ending balances are 31 July 2021. The Fidelity account balances are investments and fluctuate with the market. This causes unrealized gains and losses, which are captured in the Income.

Aviation Chapter Calendar

23 Sep

Speaker: Anna Lisa Richardson, AETC Eaker Center



Best Practices for Filenames

Everyone organizes and names their files in their own way. Whether you organize your files by dates or projects or milestones, you must be consistent. Proper filenames can have a major impact on your file organization. Additionally, these practices can also help in apps and web-based scenarios. Here are some common guidelines for your file naming convention.

Keep the filename descriptive but concise. The limitation on file paths (i.e., filename + folder names) in Windows is roughly the size of a standard text message. Windows paths have a max of 255-260 characters. A noteworthy exception to this is Excel, which has a limit of approximately 218 characters. Users who employ several folder levels and long filenames may run into issues. A filename should describe what it is and a version number or date if they are a factor. Outside of Windows, many apps can struggle with long filenames.

For files where the date is an important should use a YYYYMMDD or YYMMDD format. This will cause the files to automatically sort in chronological order. Depending on how you prefer to sort your files, you could use this recommended format at the beginning or end of the filename.

Avoid the use of nearly all special characters. Some cannot be used (e.g., “ * / : > < ? \ |) where others (e.g., ~ ! , @ # \$ % ' & .) are not recommended. Many special characters can confuse operating systems and apps when they are part of a filename. The safest special characters are spaces, dashes, underscores, and parenthesis.

Some apps can even struggle with spaces but these are rare. If you find yourself in a situation where spaces are causing an issue, the use of underscores (e.g., Example_Filename.txt), dashes (e.g., Example-Filename.txt), and camel case (e.g., ExampleFilename.txt) can be very helpful. Of course you can always use no separation at all with short filenames (e.g., examplefilename.txt).

Using proper filename conventions in other ways can help in a few other ways. For example, the storage of files online and the use of cloud-based storage and apps. In Microsoft Teams, the use of the ampersand when creating a team name in could cause the file storage part of the team to not work properly. When naming fields, columns, named ranges, and sheets within Excel the use of commas, brackets, and other special characters can cause problems without triggering an error. This Microsoft article (<https://docs.microsoft.com/en-us/windows/win32/fileio/naming-a-file>) provides detailed suggestions for proper filenames within Windows.

Windows 10 File and Folder Limitations with OneDrive

In addition to practicing good filename conventions, the length of a filename needs some extra considerations when dealing with OneDrive. Users will often create various combinations of folders and subfolders. In general, the number of sub folder levels should be kept to nine or fewer. Unfortunately, when using OneDrive, filenames can become too long very quickly resulting in errors for invalid filenames or an inability to register a file for sharing. Since OneDrive files become web links, they are encoded which can cause certain characters to become three. For example, a space when encoded is not “ ”, it is now “%20”. An ampersand goes from “&” to “%26”. Full details on encoding can be found in this Google article (<https://developers.google.com/maps/url-encoding>).

In short, users should try to stick to a few guidelines when organizing and naming their folders and files that are synced to OneDrive. First, keep their number of folder levels as low as possible. Second, keep filenames short and concise. Finally, the only special characters used are dashes (-), spaces (), and underscores (_). They are the safest special characters but should still be used sparingly.



Windows 10 File Path Variables

This tip is somewhat of a niche tip but it is useful when needed. Sometime users may want to create a link for another user but the path involves their profile folders (e.g., Documents or Pictures). These paths include the username which is not always known. Windows includes some path variables which can be used to create a link that would work regardless of the user.

For example, the path to the default Quick Notes in OneNote on my computer would be “C:\Users\myUSERNAME\Documents\OneNote Notebooks” but another user’s would be “C:\Users\theirUSERNAME\Documents\OneNote Notebooks”. Copy/pasting a link would not work on their computer. However, Windows contains a variable, %USERPROFILE%, which can be used to bypass the issue. Using the path of “%USERPROFILE%\Documents\OneNote Notebooks” would work on both computers. Common variables:

User files: **%USERPROFILE%**

Roaming files: **%APPDATA%**

Local files: **%LOCALAPPDATA%**

Similarly, sharing links to mapped network drives only work if both user have the same drive letter assigned to the mapped drive. For example, I have mapped a network drive to the letter G. In other words, the path “\\networkdrivepath” is replaced by “G:”. Sharing a link to a file on this drive will only work if the recipient has also mapped the same drive to the same drive letter. Mapped drives also suffer from not always mapping properly in telework situations and simply fail to map at startup even though there is nothing wrong once the user is on VPN. When sharing mapped drive links, use the full pathname (e.g., \\networkdrivepath) instead of a drive letter (e.g., G:). Doing so will ensure that the link works, as long as they have the requisite permissions, even if they did not map the drive to their computer.



**ASMC – Aviation Chapter
Executive Board Meeting Minutes
24 August 2021 (1100-1214 hrs)
Microsoft Team (CHES)**

I. **Call to Order - President:** Beth Jankowski, 1100 hrs.

II. Attendance/Reports

Treasurers: Rebecca Workman (A), Dawn O'Connell

Secretary: Shawn Kain (A)

President-Elect: TBD

Vice-Presidents

AFAA: Brian Surowiec (A)

AFLCMC: Dawn Holding (A)

AFMC: JoAnne Hutchison (A)

AFRL: Kristen Wentworth

At Large: Amy Williams (A)

Contractors: Patrice Solorzano (A)

88th CPTS: Shannon Noles (A)

Committee Chairs:

Audit: Stephanie Burd, Michelle Hatton

Augsburg Scholarship: JoAnne Wills

Awards and Recognition: Sheena Fast (A)

Chapter Competition: Heather Brodess (A)

Communications: Colleen Robinson (A)

Community Activities: Vacant

Health & Wellness: Fernando Mason

Membership: Rhonda Pepitone, Cynthia Payne

Professional Development: Vacant

Programs: Tammy Pendergast (A)

Ways & Mean: Vacant

(A) = In Attendance

II. General Business

A. OLD:

- i. Open positions: Professional Development, Ways and Means, Community Activities, and Historian. We have descriptions of these positions in a recent newsletter. Dawn Holding will get with Beth Jankowski on some potential candidates for these positions from AFLCMC. Also, Beth will contact AFMC/FMFW about someone from that office serving as Professional Development Chair.
- ii. Fundraisers: Amy Williams will coordinate with BX about setting up a table out front to do gift wrapping (possible donations of giftwrap) around Christmas. **Action: Shawn Kain will contact AFMC/JA to get a legal read regarding acceptance of donations.**



iii. Future socials: **If anyone has ideas for future socials, please let Beth Jankowski know. Also, we need to consider the current COVID situation and social distancing. We may also want to hold them in late afternoon.**

iv. Potential addition of job opportunities on website/newsletter: Need to add website links for USAJOBS, AFRL, etc. on newsletter). Shawn Kain will need access to our Facebook page to add these job listings. **Action: Colleen Robinson will give access rights to Shawn Kain. Action: Shawn Kain will contact AFMC/JA to get a legal read on whether we can post these job opportunities.**

v. Reviewed Proposed Budget:

1. Rebecca Workman stated we cannot really budget for Administration because it fluctuates so much.

2. Rebecca also recommended leaving the budget for Membership Rebates as is until we hear from National regarding how much of a rebate we'll get.

3. We're budgeting \$1,800 for audio-visual virtual platform equipment for Professional Development. Also, Sheena Fast stated our revenues and expenses for Professional Development should be close to equal. For the Mini-PDI, we'll use our 2018-2019 budget, rounded up, as our 2021-2022 budget. In addition, we'll budget for the Chapter President to attend the National PDI (budgeted amount will be based on 2017-2018 figures).

4. We will increase luncheon speaker donations to \$50 per luncheon.

5. For Programs, we will use 50% of our revenue and expenses from 2017-2018 as the basis for our 2021-2022 budget.

6. Our current cash balance is approximately \$20,000. Rebecca Workman and Dawn O'Connell will analyze our cash situation.

7. After all adjustments were made to the budget at the meeting, we're projecting approximately an \$8,600 net loss. This situation will improve if we can generate some revenue. **Action: Beth Jankowski will send out the revised budget via e-mail for a final vote.**

8. Dawn and Rebecca will analyze the checking account cash flows and recommend to the Board an amount to transfer into the Fidelity investments

B. NEW:

i. Beth would like the VPs and Committee Chairs to write up articles for the newsletter about the areas where they work, which can include fun/social items. VPs and Committee Chairs can also get inputs from members in their organizations instead of writing the articles themselves.

ii. Meeting adjourned at 1214 hrs.



Training Schedule

ASMC offers training courses tailored to DoD financial managers year-round and worldwide. CDFM and CDFM-A candidates may find these courses to be very helpful when preparing to take the CDFM exams.

October 14 @ 8:00 am - October 15 @ 5:00 pm
Module 4 Acquisition Business Management

October 18 @ 8:00 am - October 22 @ 5:00 pm
Virtual EDFMTC October 18-22

October 25 @ 8:00 am - October 26 @ 5:00 pm
CDFM Module 1 Refresher Course: 25-26 October 2021

November 1 @ 8:00 am - November 2 @ 5:00 pm
CDFM Module 2 Refresher Course: 1-2 November 2021

November 4 @ 8:00 am - November 5 @ 5:00 pm
CDFM Module 3 Refresher Course: 4-5 November 2021

ASMC Executive Director Search

The American Society of Military Comptrollers seeks candidates for the position of Executive Director. Deadline for submission of electronic resumes is next **Tuesday, September 21, 2021**, so for primary duties, qualifications, and more information, click here: <https://asmconline.org/news/asmc-executive-director-search/>



2021-2022 Executive Board

President	Ms. Beth Jankowski
President-Elect	TBD
Secretary	Mr. Shawn Kain
Treasurers	Ms. Rebecca Workman; Ms. Dawn O'Connell

Organizational Vice Presidents

88th CPTS VP	Ms. Shannon Noles
AFAA VP	Mr. Brian Surowiec
HQ AFMC VP	Ms. Joann Hutchinson
AFRL VP	Ms. Kristen Wentworth
AFLCMC VP	Ms. Dawn Holding
At Large VP	Ms. Amy Williams
Contractor VP	Ms. Patrice Solorzano

Committee Chairs

Audit	Ms. Stephanie Burd; Ms. Michelle Hatton
Augsburg Scholarship	Ms. JoAnne Wills
Awards and Recognition	Ms. Sheena Fast
Chapter Competition	Ms. Heather Brodess
Communications	Ms. Colleen Robinson
Advertising/Publicity	Ms. Anita Kerns
Newsletter Editor	Ms. Colleen Robinson
Photographer	Ms. Tracey Hearn
Webmaster	Mr. Jonathan Paden
Community Activities	Vacant
Health & Wellness	Mr. Fernando Mason
Membership	Ms. Rhonda Pepitone; Ms. Cynthia Payne
Professional Development	Vacant
Early Careerist	Ms. Sandra Moncree
Programs	Ms. Tammy Pendergast
Tickets	Ms. Elaine Norsworthy
Ways & Means	Vacant

